

*Rec. Mgt. 3-3-3  
Shelly J. J. J.*

22 August 1963

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MEMORANDUM FOR [REDACTED]

Received call from [REDACTED] in regard to our recommendation that a Simpla-Wheeldex Simplafind Mark IV be procured to accommodate the 900 linear inches of cards, presently stored in safes in the Commo, Engineering Division. This machine would be an addition to the present Simplafind in operation.

[REDACTED] asked what we based our recommendation on and I informed her that, as explained in our memorandum, we considered space, filing capacities and costs of all three manufacturers, Remington Rand, Diebold and Simpla Wheeldex. Evaluations indicated that Simpla-Wheeldex gave us the most for the least money.

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She said that repair service should have been considered, stating that her experience with Simpla-Wheeldex was anything but satisfactory. *However,* Quoting Ethel: "Repair service performed by Diebold has been very satisfactory."

She also complained about location of power shut-off switch. In Diebold it is in front, in Simplafind it is in back. Her final statement, after all this, was "that it didn't make any difference to her, but she hoped they would get what they (Engineering Division) wanted, the Diebold."

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In my talks with [REDACTED] he was perfectly satisfied with the present Simplafind and would be acceptable to receiving another.

Our conversation ended with [REDACTED] telling me that she would forward requisition to us.

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3-3-3  
Shelf Filing

Chief, Logistics Services Division

2 August 1963

CIA Records Administration Staff

Agency Surplus Shelf Files

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1. In accordance with my conversation today with Mr. [redacted] it is requested that the surplus shelving in [redacted] which is for storage of records, be utilized generally for records storage.
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2. Therefore, as we have immediate need for this type of shelving in DD/F [redacted] it is requested that the present hold on over 200 units of Diebold Modular type document shelves be released.
  3. Since 1 January 1963, thru the cooperative efforts of Supply Division, and Records Management Staff, considerable monetary savings have been realized through the use of surplus shelf filing equipment for record storage. When requests for shelving can be supplied from Agency surplus, additional savings in money and time result from the fact, that the costly processing of purchase orders is omitted.
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4. Your approval of this request will be very much appreciated.
- [redacted]

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